Satisfactory Academic Progress (SAP) Document Portal Instructions

Go to your myFinAid financial aid portal from the myWalden portal, and then go to:

➢ Menu
➢ Quick Links
➢ My Finances
➢ View your Financial Aid Account

Once your myFinAid Document Portal opens in a new window, go to:

➢ Menu
➢ Forms
➢ Click Here (located on the right side of the “Request Button” in the first sentence at the top of the page)

If this is your first time logging in, you will be required to enter your first name, last name, SSN, and date of birth as it appears on your Free Application for Federal Student Aid (FAFSA).

Once in the document portal, you will select the request button located on the top right.

A list of requests will appear – choose “SAP Appeal” and the green plus sign that corresponds to the most current award year.
A window will appear for you to type a statement explaining the reason for requesting the SAP Appeal. Once you complete your statement, click “Submit”.

After you will click “Submit”, a confirmation box will appear – click “OK”.

You will then be presented with the SAP Appeal Task Tab – click the yellow arrow box.

Welcome!

Below is the list of items the Financial Aid Office needs you to complete for the satisfactory academic progress appeal process. Click on any section to view the detailed list of requirements.

Contact the Financial Aid Office with any questions.
Click the SAP Appeal Web Form “Fill Out” button.

Read the instructions and click “Continue”.

Your demographics will appear – click “Continue”.

For detailed information on the SAP policy at Walden University please Click Here.
Using the instructions previously read,
➢ enter your appeal explanation in the box;
➢ check the “I will provide supporting 3rd party documentation”; and
➢ click “Continue”

Enter your E-Sign Password and then click the “E-Sign” button.

Once you have completed E-Signing your document, you will receive a success box – click “OK”.

You have successfully E-Signed your document, and it has been automatically uploaded into our system.
Based on the answers you provided, you must upload the following documents:
• Supporting Third Party Documentation 1
You will now be redirected back to your current tasks.
You are now required to upload your supporting third party documents by clicking “Upload”.

Once all pages have been uploaded, click “Submit”.

You must click the “Finish” button on the “You’re almost done!” page in order for the Office of Financial Aid to receive your SAP appeal documentation.

If all documents have been submitted successfully, you will get a “Congratulations!” message. If you do not receive the message below, then the appeal task has not been completed. You will need to go back into the SAP Appeal Task to complete any items that are still showing in red.